

Rules and Ethics for Volunteers

General Rules

- *(Insert agency name)* is appreciative of the volunteer help that supplements the work of the paid staff and enables the agency to meet and expand its services to the community.
- All prospective volunteers for the *(insert agency name)* will be interviewed by our Volunteer Coordinator or by another experienced staff person.
- *(Insert agency name)* affairs are strictly confidential and should be so regarded by volunteers.
- Volunteers will meet as needed with their *(insert agency name)* staff liaison regarding performance evaluation and ongoing development.
- Any accident, injury, or unusual occurrence which affects a volunteer, or which the volunteer observes while on duty must be reported immediately to the *(insert agency name)* staff.
- Volunteers will take every precaution to ensure their own safety by adhering to all the rules and procedures presented in training sessions.
- Every volunteer will be assigned a staff person who will be his/her official contact.

Attendance:

- The *(insert agency name)* will rely on the attendance of the volunteer at the agreed upon times and will expect notification of absence.
- Volunteers will be expected to be on time and to complete the assignments.
- The *(insert agency name)* will expect formal notification of a volunteer resignation.

Record Keeping

- Volunteers will be expected to fill in time sheets and assist the agency in gathering the data necessary to comply with any documentation requirements.
- Volunteers will be expected to fill in time sheets and assist the agency in gathering the necessary data so that proper recognition may be given for hours served and the tasks achieved.
- Every effort will be made to ensure that a volunteer has an enjoyable, productive experience at the *(insert agency name)*.
- In the event that a paid staff sees the need for either a reassignment or dismissal of a volunteer, there will be adequate communication between the staff and volunteer to discuss the situation.
- Use of the agency's office equipment and vehicles will be restricted for agency business.

Dress Code

- The volunteer is expected to adhere to the dress code of the agency. *(Insert quote from your Personnel Handbook if relevant.)*

*Adapted from Project TAHS Webinar: Volunteer Recruitment and Retention, June 2004.
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Kentucky Commission on Community Volunteerism and Service

www.volunteerKY.ky.gov

